



## Homes and Community Renewal

### *Job Opportunities at New York State Homes and Community Renewal*

***Build a career while building a better community. Rewarding careers in Public Service start here!***

### **PROGRAM ANALYST**

New York State Homes and Community Renewal (HCR) is the State's affordable housing agency, with a mission to build, preserve, and protect affordable housing and increase homeownership throughout New York State.

Under the leadership of Governor Kathy Hochul and Commissioner RuthAnne Visnaukas, **HCR** is a vibrant, innovative agency that integrates and leverages New York State's housing resources. We have offices in New York City, Albany, Buffalo and Syracuse, and employ a diverse workforce of professionals who are hard-working and committed to serving low- and moderate-income families. Our mission is far reaching, encompassing single and multifamily housing finance, home improvement, rent regulation, housing subsidies, and community development. We partner regularly with a variety of public and private stakeholders.

Achieving this mission requires a wide range of skills and backgrounds in public policy, administration, real estate, architecture, finance, law and many other areas of expertise. We seek to provide a workplace environment that is productive, flexible, accountable, ethical, and caring. Our employees are empowered to make a difference where they live and work. We offer competitive pay and a comprehensive benefits package, including paid leave, health, dental, vision, retirement, and family-friendly policies.

**The Office of Economic Opportunity & Partnership Development** is responsible for monitoring the procurement activity of the integrated housing agencies which includes six Public Authorities and one Executive Agency. The primary goal is to ensure economic opportunity within the HCR structure for MWBEs and SDVOBs statewide, which includes outreach, technical assistance, strategic planning, monitoring, and reporting. With the Governor's mandate of 30% MWBE participation and a 6% SDVOB participation, the task has intensified.

#### **Duties & Responsibilities**

- Program Analyst works under the direct supervision of the department Vice President.
- Represent the unit in program meetings and external events as requested by the department Vice President. Ensure appropriate and timely follow-up with external stakeholders.
- Compiling performance data, analyzing data, and preparing program progress reports and or evaluations as pertains to MWBE/SDVOB utilization – identify trends and opportunities for improvement.
- Analyzing new or proposed legislation or regulations to determine impact on program operations and management.
- Advising on Implementation of legislative or regulatory changes to ensure program operations and management comply with applicable laws.



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- Analyzing and evaluating the effectiveness of program compliance operations to achieve agency MWBE/SDVOB goals and objectives.
- Draft annual strategic goal plans for MWBE and SDVOB engagement
- Preparing and testing internal controls.
- Lead strategic/special projects as assigned by department Vice President.

#### **QUALIFICATIONS:**

- BS/BA in Business Administration, Finance, Public Policy, or Administration. MS/MBA preferred.
- Strong data analytics, organization, and presentation skills.
- Ability to calculate statistics like mathematical averages and percentages with ease.
- Proven problem-solving skills.
- Strong communication and writing skills.
- Interpersonal, listening and relationship building skills.
- Ability to work independently and to collaborate.
- Impact driven with Industry knowledge and enthusiasm.
- Exceptional attention to detail and decision-making aptitude.
- Mid to Advanced software experience in MS Word, MS Excel, MS Visio, Adobe Professional

This job description is not intended to be all inclusive and employee will be expected to perform other reasonably related duties as assigned.

#### **WHAT WE OFFER:**

- Extensive benefits package including paid leave, excellent health, dental, vision and retirement benefits.
- Promotional opportunities for dedicated professionals.

All internal SONYMA/HFA/AHC employees(only) are directed to apply via  
[internalcandidates@hcr.ny.gov](mailto:internalcandidates@hcr.ny.gov)

**Please Include your name in the subject line**

**[TO APPLY, CLICK HERE](#)**

**Applicants must include resume and cover letter**

New York State is an **Equal Opportunity Employer (EOE)**